



STATE OF IDAHO

# OFFICE OF THE STATE TREASURER

RON G. CRANE STATE TREASURER

## Due Diligence Letter for Unclaimed Property

Idaho's Unclaimed Property Law, Section 14-517 requires that all businesses try to locate owners prior to reporting their funds to the Idaho Unclaimed Property Program. Written notices must be sent to owners within 120 days before filing the unclaimed property report. These notices, often called "Due Diligence Letters," should identify the owner's property and inform the owner that his property may be turned over to the Idaho Unclaimed Property Program due to inactivity. A sample due diligence letter is below.

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**Owner**  
**Address**  
**City, State Zip**

Dear **Owner Name**:

On **[date]**, we issued you a check number **[#####]** in the amount of **[\$\$\$\$]** for **[Give the reason the check was issued, if known]**. As of this date, our records indicate that this check has not been cashed. If you are unable to locate this check, please mark the appropriate box below and return this letter so that we may correct the situation.

☐ The check has been lost. Please reissue and send it to the address below.

☐ The check was cashed on \_\_\_\_\_ **[date, if known]**.

☐ The replacement check was received and cashed on \_\_\_\_\_ **[date]**.

**Please print:**

Your name: \_\_\_\_\_

Current address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If we do not hear from you by **[date]**, the law requires us to submit this property to the Idaho Unclaimed Property Program. After that date, you may contact them.

Sincerely,